Academic Year 2015-16

CLASS Procedures for Processing 16th Unit Payments

For eligible temporary faculty (i.e. “lecturers”) teaching 16 WTU as additional employment in either Winter 2016 or Spring 2016 terms as permitted by the 2014-17 California Faculty Association Collective Bargaining Agreement (CFA CBA).

Background

Under Article 36, the 2014-17 CFA CBA allows for qualified lecturers to teach an excess of 15 WTU in two cases: 1.) when it is necessary to meet a 1.0 entitlement or 2.) when an offer of work is made in order to bring a lecturer up to full time under provision 12.29 (a)(8) or (b)(9). In this document, coursework offered in this way is referred to as the “16th unit course.”

Scope

This document specifically pertains to situations whereby a lecturer is assigned 16 WTU of coursework in a single term (and only 16 WTU) and is entitled to a 1 WTU payment for the term under Article 36. This type of payment is referred to as a “16th unit payment” in this document. For all other situations whereby a faculty member is assigned to more than 15 WTU, please contact the Associate Dean for Faculty Affairs and Curriculum (Rafael Hernandez for AY 2015-16) to discuss further and/or for specific instructions.

Procedures

1. PeopleSoft contract entry
   a. A contract for 15 WTU is entered into PeopleSoft (PS) by the department admin for the lecturer in question. Since PS will only accept 15 WTU of coursework to be assigned to faculty in general, 3 WTU will be entered for the course that is determined by the department chair to be the 16th unit course.
   b. The notation “16th unit payment eligible” will be written in the “comments” section of the contract in PS.
      i. In situations where a lecturer has a contract across multiple departments, respective department chairs should be in touch with each other and the lecturer in question in order to make clear the course that will be assigned the 3 WTU.
         Note: this is important as it will determine the base pay amount used to calculate the 1 WTU payment (see 3.b below).
2. 16th unit coursework verification
   a. After 2nd enrollment pass for the terms in question, the College office will audit pending temporary faculty contracts and cross-check them with course schedule assignments as reported on the Pioneer Data Warehouse Course Schedule (6321) report.
   b. In cases where further clarification is needed, the College office will be in touch with any of the departments offering coursework relevant to the 16th unit payment in question.

3. 16th unit payment processing
   a. Verified 16th unit payments will be processed by the College office using job code 2403 in accordance with CSU Technical Letter HR/Salary 2015-22 and its implementation set forth by the Office of Academic Affairs at Cal State East Bay.
   b. The base pay to be used in calculating the 16th unit payment will be determined by the lecturer’s base pay in the department offering the 16th unit course.

Late start and contract revisions
In the event a lecturer becomes eligible for a 16th unit payment as a result of a late start, the 16th unit payment will be pro-rated according to the lecturer’s start date within the applicable term. In this case, or in the event of some other contract revision that potentially affects a lecturer’s eligibility to receive a 16th unit payment under these procedures, please contact Vivian Montecillo (vivian.montecillo@csueastbay.edu; 510-885-3139) in the College office to discuss this matter further.

Extenuating circumstances
The College office will do its best to proceed according to the procedures set forth in this document. It is acknowledged, however, that there may be extenuating circumstances beyond its control that may delay the processing of 16th unit payments. In the event the processing of a 16th unit is delayed, every effort will be made by the College office to process 16th unit payments as soon as is actually possible.

Questions?
Any questions regarding document may be addressed to the Associate Dean for Faculty Affairs and Curriculum, Rafael Hernandez (rafael.hernandez@csueastbay.edu; 510-885-3161).

11/3/2015, R.H.